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THE WHITE HOUSE

WASHINGTON

October 28, 1974

MEMORANDUM FOR DIRECTORS OF:

CENTRAL INTELLIGENCE AGENCY
COUNCIL OF ECONOMIC ADVISERS
COUNCIL ON ENVIRONMENTAL QUALITY
COUNCIL ON INTERNATIONAL ECONOMIC
POLICY
NATIONAL SECURITY COUNCIL
OFFICE OF ECONOMIC OPPORTUNITY
OFFICE OF MANAGEMENT AND BUDGET
OFFICE OF THE SPECIAL REPRESENTATIVE
FOR TRADE NEGOTIATIONS
OFFICE OF TELECOMMUNICATIONS POLICY
SPECIAL ACTION OFFICE FOR DRUG ABUSE
PREVENTION

FROM: DONALD RUMSFELD

Attached are two memos and a packet of information which has been distributed to members of the White House staff and other executive office staffs whose reporting mechanisms are combined with the White House staff. Your office is considered a separate office within the Executive Office of the President and under present regulations as head of the Office, your confidential Statement of Employment and Financial Interests is filed with the Chairman of the Civil Service Commission. The President has directed that all members of the Executive Branch be in compliance with the regulations concerning conflicts of interests and the filing of the financial statements.

In the event your own filing with the Chairman of the Civil Service Commission is not current, please take immediate steps to update it and bring it into compliance. In addition, you are requested to take all necessary steps to be certain that your staff members who are required to file the Statement of Employment and Financial Interests have done so and that they have been properly evaluated by those on your staff entrusted with this responsibility.

It will also be appreciated if you will advise the staff secretary by November 30, 1974 on the status of your office's compliance with these requirements.